



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, Bulletin 07-8, Electronic Statement Of Earnings And Leave And Print Waiver Submission Instructions

Date: April 11, 2007

To: Holders of the Payroll/Personnel Manual (**USDA Agencies only**)

Memorandums have recently been issued from the United States Department of Agriculture (USDA), Office of the Chief Financial Officer and the Assistant Secretary for Administration, regarding the Department's decision to convert to an electronic paperless distribution of the Statement of Earnings and Leave (SEL). These memorandums also provided initial information on the implementation schedule, bargaining unit responsibilities, and waiver process. This bulletin provides specific details on the implementation, waiver process, and Employee Personal Page (EPP) login procedure.

Implementation Schedule

The USDA, Senior Executive Service, will be converted to a paperless SEL process in Pay Period 08, 2007. All other USDA employees will be converted in or after Pay Period 12, 2007, contingent upon all agency collective bargaining obligations being completed.

Waiver Submission

Employees must complete a formal waiver request and submit it to their Servicing Personnel Office (SPO) for processing. Waiver requests should be submitted to the National Finance Center (NFC) electronically through the Document Tracking System (DOTSE) process by the SPO after the waiver has been approved. The required information should be completed and entered into DOTSE with the TYPE INQUIRY field coded with a value of 710. This value will display a description of "Generate Mailed SEL-Waiver Processed." Please consult Title I, Chapter 18, Document Tracking System (DOTSE), for additional DOTSE entry instructions.

Note: When employees have a waiver processed to print their SEL, agency SPOs will also need to submit a new request in DOTSE if the employee chooses to go "paperless" in the

future. The TYPE INQUIRY field should then be coded with a value of 711 to remove the print waiver. The description for this value will display “Generate Paperless SEL-Waiver Removed.”

SPOs should allow 5 business days for the request to be processed once successfully entered into DOTSE. All waivers must be submitted timely to NFC to allow for processing before the pay period to be implemented. Any issues with DOTSE and entering requests should be directed to the Payroll/Personnel Call Center at **(504) 255-4630**.

EPP Login Procedure

Employees can use their eAuthentication credentials to access the EPP. Employees need to be aware that the first time they attempt to use their eAuthentication credentials to access the EPP, they will be required to synchronize their EPP and eAuthentication accounts. The synchronization will require that they login to the EPP using their EPP user ID and password. Once the synchronization is successful they will not be prompted for their EPP user ID and password again. If an employee has never logged into the EPP before, he/she will need to click the “Forgot Your Password?” link and select the “Request Password By Mail” button on the subsequent window. A new password will be mailed to the employee’s address of record and should be received within 7 to 10 business days. Employees cannot select the “Request Password By E-mail” button unless they have logged in before and established an e-mail address as part of their preferences. Employees may use both their EPP and eAuthentication account credentials to login to EPP.

Reporting Center

SPOs are reminded that they always have the ability to print the SEL from the NFC Reporting Center for employees. If you have questions regarding accessing this information in the Reporting Center, please contact the Payroll/Personnel Call Center at **(504) 255-5230**.



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